NCAGE registration

U.S. Embassy Pristina highly recommends that at the same time of the DUNS registration, you also complete the NATO Commercial and Government Entity (NCAGE) registration. It is not necessary to have a DUNS number before getting an NCAGE code, nor is it necessary to have an NCAGE code before getting a DUNS number. Among other data, NATO will ask for your Legal Business Name and address, which must exactly match (including spelling, capitalization, punctuation and spacing) the Legal Business Name and address provided to Dun and Bradstreet for the DUNS number to NATO for the NCAGE code. Both DUNS and NCAGE are needed before you can complete the SAM registration.

Please follow the following steps:

1. Go to https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx ,

2. Search by your company's name to check to see if NCAGE code is already assigned.

3. If NO NCAGE code is assigned to your business, proceed to "**Request New**" button at the bottom of the search results screen.

4. Select "**A Private Company**" as "Type of Entity".

5. Select "**Routine**" as "Emergency Level".

6. Select "**NO**" to the question: "Is the entity to be registered a supranational organization?"

7. Select **Kosovo** as a country.

8. Click OK.

9. Provide the requested data on initiator's data. Fields marked with * are mandatory.

10. Proceed to Step 2.

11. Provide the name of your Company as it is written into the Central Registry of Republic of Kosovo. Do NOT translate your company name into English! Please note the **Legal Business Name** and **address** provided to address provided to NATO for the NCAGE code **must exactly match (including spelling, capitalization, punctuation and spacing)** the Legal Business Name and address provided Dun and Bradstreet for the **DUNS number**.

12. Proceed to Step 3.

13. Select your applicable answers for "Type of activity" part.

14. Select "**NO**" for the "Invitation to Tender" and "Contract with an Armed Force or a NATO Agency Is in Preparation or Already Signed", and "**YES**" for the "CAGE Code requested by the System for Award Management (SAM)" questions under "Future business".

15. Select "**NO**" for the "Former CAGE Code" part.

16. Proceed to Step 4.

17. You are prompted to a screen, asking you to verify the information you have provided.

18. If OK, click the "**Create**" button.

19. After you submit your request, you will automatically receive:

a. Request confirmation/validation e-mail message - you must reply to this message,

b. Second e-mail message once the NCAGE request is processed (assignment of the code or reject of the request).

20. Congratulations! Now you have a NCAGE number.

21. You can now begin the SAM registration process!